

# **Kansas Recertification Requirements for Commercial Pesticide Applicators**

Approved by EPA  
June 20, 2003

Kansas Department of Agriculture  
Pesticide and Fertilizer Program  
109 SE 9<sup>th</sup> St.  
Topeka, KS, 66612  
(785) 296-2265  
[www.accesskansas.org/kda/](http://www.accesskansas.org/kda/)

June 2003

## TABLE OF CONTENTS

Recertification Training Requirements .....	3
Standards for Recertification Programs .....	5
Program Review .....	5
Program Development .....	6
Program Delivery .....	7
Program Monitoring .....	7
Program Content .....	8
Standards .....	8
Suitable Core Topics .....	8
Suitable Pest Management Topics .....	9
Unsuitable Topics .....	9
Accreditation of Training Sponsors .....	10

## Recertification of Commercial Applicators

There are two options for recertification of commercial applicators provided by K.S.A. 2-2446.

- I. Retesting with the commercial certification examinations.
- II. Attendance and satisfactory completion of a training course approved by the Secretary.

### A. Recertification Training Requirements

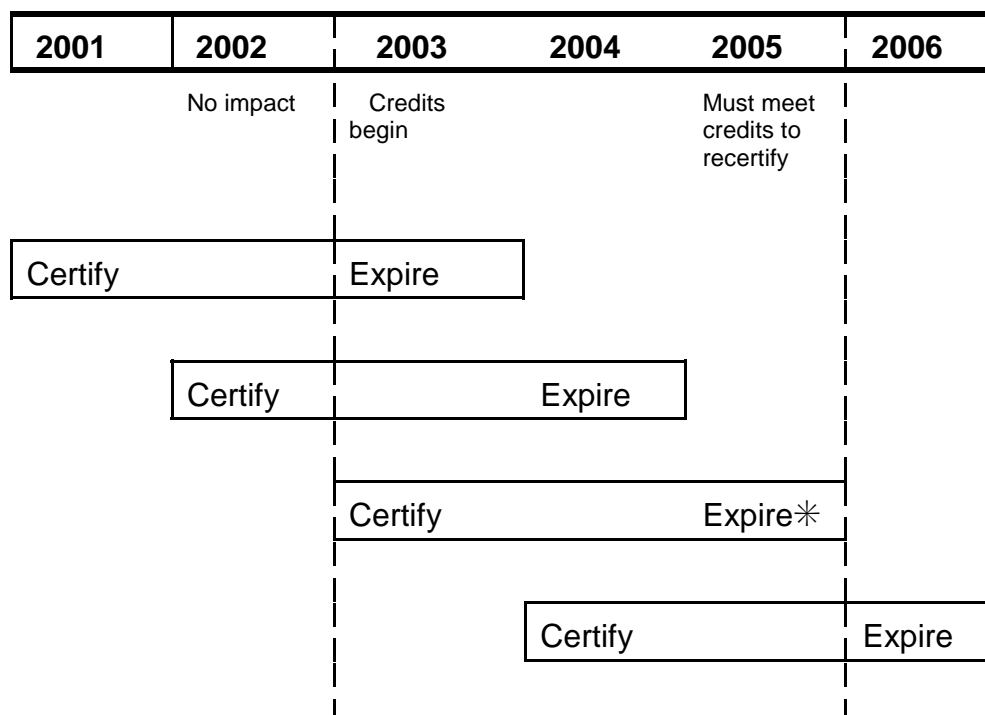
1. Recertification credit hours will be used to track applicator training hours and will be granted in half hour increments. The certification period is for three years.
2. Each applicator must obtain both a core credit and subcategory/category credits for recertification. One core credit can be used for multiple category areas.
3. Applicators must obtain a total of four, six or eight credits for recertification, depending on the subcategory/category. This includes one credit on core topics **and** three, five or seven credits per subcategory/category. Applicators must complete training during their current certification period to recertify for the next three years.

<b>Four Credits</b> One core credit and three pest management credits.	<b>Six Credits</b> One core credit and five pest management credits.	<b>Eight Credits</b> One core credit and seven pest management credits.
4 - Seed Treatment	1B - Agricultural Animal	1A - Agricultural Plant
7F - Wood Preservation	1C - Wildlife Damage	3A - Ornamental
5S - Sewer Root	2 - Forest	3B - Turf
	3C - Interior Landscape	6 - Right-of-Way
	5 - Aquatic	7A - Wood-Destroying
		7B - Stored Products
		7C - Industrial Weed
		7D - Health-Related
		7E - Structural
		8 - Public Health
		9A - Noxious Weed
		9B - Regulated
		10 - Demonstration and Research

4. Training will be classified as either core or subcategory-/category-specific.
5. Core training addresses labels, safety, environmental concerns, laws and regulations, and pesticides in general. The core training will count toward recertification of all subcategories and categories. Applicators may choose the core training that they want to attend. They will be encouraged to pick a core session that is tailored to the category in which they perform the majority of their pest management services. The program sponsor will consult KDA on which specific topics must be covered and may supplement the hour with general topics that are most relevant to the needs of their audience. Each applicator must complete a minimum of one credit of core training for each recertification period.
6. Pest management training is specific for each subcategory/category of commercial applicator certification. Applicators must obtain a minimum of three, five or seven pest management hours per subcategory/category depending on the requirements for that subcategory/category. Presentations that combine general topics with a subcategory/category of pest management may be counted for pest management credits. (Examples: *Safe handling procedures for aluminum phosphide*, *Interpretation of termiticide labels* or *Proper PPE for spraying trees*). An applicator may not repeat the same pest management training session for additional recertification credit.
7. KDA will review and evaluate training programs to determine their credit hours and will provide sponsors with the requirements for training programs (see *Standards for Recertification Programs*, page 5).
8. KDA will provide educational organizations and industry associations the opportunity to become accredited training sponsors. This will allow them to develop programs, assign credit hours and handle all attendance procedures (see *Accreditation of Training Sponsors*, page 10).
9. On request, KDA will review professional-level credentials from other organizations and may accept them in lieu of recertification credit hours for continuing certification.
10. All certified applicators will track their own recertification training hours. They will be responsible for tracking the credit hours needed for recertification and must maintain copies of attendance forms from sponsors. They will be required to list on the renewal application the training programs they have attended during their certification period.
11. Applicators in category 10 must obtain the required number of pest management hours for every subcategory/category in which they are certified, plus one core hour.
12. Only credit hours obtained during the current certification period will be considered for recertification. Acquiring more than the minimum amount of training required for recertification is encouraged but excess credit hours will not be carried forward into future certification periods or add additional years to the three year certification

period.

### 13. Certification cycles and implementation of credit hours.



\* Applicators whose certification expires on December 31, 2005, must meet the new credit requirements in order to recertify for 2006 - 2008 or retest. Thus, the new requirements will impact those who entered or recertified in 2003.

### B. Standards for Recertification Programs

Any individual, association, industry or educational organization that meets the following criteria may provide recertification training to certified commercial pesticide applicators in Kansas:

#### 1. Program Review

Programs proposed for recertification credit will be reviewed and credit will be allocated by either KDA or a KDA-accredited training sponsor.

- a. Any organization or person who wants credit for a program must submit the proposed program to KDA 30 days before the planned training. Credit will be approved or denied within 15 working days of receiving a complete application for recertification credit hours.

- b. A detailed agenda, with an outline, abstract or description of each presentation for which recertification credit is requested, must be provided to KDA. The materials submitted must indicate each speaker, his or her qualifications, the length of each presentation and the category/subcategory for which credit is sought.
- c. KDA will assign a program number to each training program offered by accredited sponsors. For training not sponsored by accredited sponsors, KDA will review each proposed program and assign a program number and credits for classes that meet KDA's guidelines regarding topics, content and instruction duration. The trainer will be informed of any deficiencies in the program and will receive guidance on how to qualify for credit. Core hours and pest management hours will be assigned based on content and presentation length.

## 2. Program Development

- a. Credit hours will be granted by the half hour using the following time frames:

<b>Class Time</b>	<b>Credits</b>
30 - 45 minutes	0.5
46 - 75 minutes	1.0
76 - 105 minutes	1.5
106 - 135 minutes	2.0
136 - 165 minutes	2.5
166 - 195 minutes	3.0
196 - 225 minutes	3.5
226 - 255 minutes	4.0

- b. Sponsors must help speakers direct their presentations toward the certification subcategory or category being credited.
- c. Sponsors must consult KDA if they are offering core hours so enforcement concerns or new initiatives can be addressed to assist applicators with compliance.

### 3. Program Delivery

- a. Sponsors are encouraged to develop innovative programs using lectures, videotapes, computer technology, demonstrations, workshops, practical experience or other methods.
- b. Nontraditional programs will be accepted for credit if the program is approved and applicator attendance can be verified when the program is not directly monitored by a program sponsor or KDA. This also applies to correspondence courses, courses taken at schools or universities, or computer and Internet courses.
- c. Program sponsors will evaluate their programs annually through participant surveys, tests or other evaluation tools. A copy of survey results will be sent to KDA

### 4. Program Monitoring

- a. Establish attendance-monitoring procedures and have them approved by KDA. The program sponsor is responsible for monitoring attendance and ensuring that applicators are attentive.
- b. Refuse credit for any presentation where an applicator misses more than 10 minutes of each one hour credit granted.
- c. Provide a copy of any handouts to KDA on request.
- d. Mail or e-mail attendance verification to KDA's Topeka office within seven working days of the conclusion of the training event. E-mail submissions must be in the format prescribed by the agency and must contain the following information: (1) sponsoring organization name; (2) accredited sponsor number, if applicable; (3) date(s) of the event; (4) program number; (5) full legal name of the attendee; (6) certification number (7) number of credits obtained; and (8) subcategories/categories in which credits were obtained.
- e. Provide to each individual who attends the program an attendance verification form that includes information listed in (d) above. The form must clearly show how many credits an individual earned in each subcategory/category based on his or her actual attendance.
- f. Allow KDA to monitor and evaluate selected programs without charging a registration fee.
- g. Be responsible for submitting their program to other states for approval, if requested, and for verifying applicator attendance for other states.

## 5. Program Content

### a. Standards

The following standards must be met by any program for which credit or approval is sought:

- It will have significant intellectual or practical content.
- It will deal primarily with matters related to the practice of pest management.
- It will be presented by a person or persons who is qualified by practical or academic experience.
- Written materials of appropriate, high-quality content should be distributed whenever practical to all participants at or before the time the program is offered.
- It will be presented in a suitable classroom or field setting devoted to the educational activity or program. Videotape, motion picture or sound tape presentations may not be used unless a qualified person is in attendance to comment and answer questions.
- Approved training may include, but will not be limited to, programs that focus on topics addressed in the Kansas Statutes Annotated 2-2443a (a) through (h) and Kansas Administrative Regulations 4-13-13(a).

### b. Suitable Core Topics

Core topics can apply to a general audience of applicators in different categories or they may target applicators in a specific subcategory/category. Core topics may count as pest management hours if they are directed toward a specific subcategory or category.

Examples of suitable core topics include:

- Label content, understanding label information, label changes and label improvement programs.
- Applicator and public safety during pesticide mixing, loading and application.
- Storage and disposal methods.
- Spill prevention and control.
- Worker Protection Standard
- Effect of pesticides on the environment, including plants, aquatic organisms, groundwater and surface water, beneficial insects, domestic animals, wildlife and endangered species.
- How pesticide applications are affected by weather and site characteristics.
- Preventing off-target pesticide contamination.
- General information on pesticide classification and formulations.
- Enforcement concerns and compliance problems.



- Specific label violations.
- State and federal pesticide laws and regulations, whether new or reviewed.

c. Suitable Pest Management Topics

Pest management topics accepted for credit must relate to the specific pests or control techniques relevant to a subcategory/category of commercial pesticide applicator certification. Examples of suitable pest management topics on specific subcategories/categories include:

- Pesticides, application equipment and techniques.
- Identification of pests and pest damage.
- Pest biology relevant to identification and management.
- Specific methods for drift prevention and on-target pesticide applications.
- Integrated pest management.
- Efficacy studies or information on how to safely and effectively apply a product.
- Best management practices.

d. Unsuitable Topics

Examples of topics that will not be granted credit include sales seminars, business aspects of the pesticide application industry, marketing, crop fertilization, production techniques, or comparison of varieties not related to resistance or pest management.

Training sessions approved for recertification credit must not be used to market any product or service.

### C. Accreditation of Training Sponsors

1. An educational organization or industry association wanting accreditation as a sponsor of courses, programs, or other continuing pesticide education for certified commercial pesticide applicators in Kansas, may apply to the Kansas Department of Agriculture for accreditation.
2. Applicants for training sponsorships must submit their request for accreditation to KDA on forms designed by the agency. KDA will notify applicants of the agency's decision regarding accreditation within 30 calendar days of receipt of the applicant's written request.
3. Training sponsorships are effective for a three year period unless revoked earlier by KDA.
4. The sponsor must notify KDA of every program it intends to give at least 30 days before the planned training. KDA must be notified of the date, time, location and content of the program. The sponsor also must notify KDA of the number of credit(s) to be allotted per category or subcategory. KDA will assign an identifying program number to each program.
5. Sponsors may review programs proposed by other organizations and allocate credit to facilitate KDA's approval process, but final credit approval must be given by KDA. Only those programs organized and conducted by the sponsoring organization may be approved by the sponsor for credit.
6. The sponsor is responsible for verifying attendance at every program and must send attendance verification to KDA within 7 working days of the conclusion of the training event. The information may be submitted either in written form or electronically, and it must include: (1) sponsoring organization name; (2) accredited sponsor number; (3) date(s) of the event; (4) program number; (5) full legal name of the attendee; (6) certification number; (7) number of credits obtained; and (8) subcategories/categories in which credits were obtained. Sponsors must keep attendance records for three years.
7. KDA representatives may monitor for content and compliance with attendance procedures any course offered by an accredited sponsor. If the course fails to meet established standards, KDA may withdraw approval for the course.
8. KDA may re-evaluate an accredited sponsor at any time. KDA will revoke the accreditation if a re-evaluation determines there is cause. Failure to follow the recertification program and accreditation standards outlined in this document will be cause for immediate revocation of accreditation. A revoked sponsor may request a hearing with the Secretary of Agriculture.
9. The sponsor must abide by mandatory changes when KDA requires that electronic attendance verification procedures be used.